

Auxiliary Port State Control Dispatcher (AUX-PSC)



Performance Qualification Standard (PQS) Workbook

Auxiliary Port State Control Dispatcher

INTENT

Upon successful completion of this personal qualification, a person will hold the minimum competencies necessary to perform the vetting and dispatch functions in the Port State Control office of a Vessel Safety Branch.

Marine Safety and Environmental Protection Training Guide

Auxiliary Port State Control Dispatcher (AUX-PSC)

This booklet is your personal on the job training (OJT) guide to qualification as an Auxiliary Port State Control Dispatcher. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer/mentor) is to review your qualifications and/or observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer/mentor must enter his or her name, rate/rank or Auxiliary qualification, signature, and initials in the Record of Verifying Officers section. When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation.

References:

Introduction to Marine Safety and Environmental Protection (Operations Directorate, Office of Auxiliary, and Marine Safety Directorate, Office of Field Operations, July, 2002), Chapter 2.

33 CFR 160

Auxiliary Port State Control Dispatcher

Auxiliary Port State Control Dispatcher (AUX-PSC) Tasks: (Optional items may be added at the discretion of individual commands)

	Date Completed	Verifying Officer
A. Completion of Initial Introduction to Marine Safety, Security and Environmental Protection Correspondence Course (IIMS).	_____	_____
B. Completion of OPTIONAL local training.	_____	_____
C. Oral board (unit level).	_____	_____
D. Completed package with documentation submitted to Training Officer/Coordinator for review.	_____	_____

All qualification requirements have been satisfactorily completed.

Training Officer/Coordinator Date

Record of Verifying Officers:

<i>Date:</i>	<i>Name/Signature:</i>	<i>Initials:</i>	<i>Rate/Rank/Office:</i>

Auxiliary Port State Control Dispatcher

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
GENERAL			
PSC1	Describe the organization of a typical MSO		
PSC2	State the purpose and responsibilities of Port State Control		
BOARDINGS			
PSC3	Describe the categories of vessels that can be boarded by Port State Control personnel		
PSC4	Explain why vessels are boarded by PSC personnel		
PSC5	List the different types of Port State Control boardings		
BOARDING MATRIX			
PSC6	Determine which vessels need to be boarded by PSC		
PSC7	Describe the matrix for assigning boarding priority		
PSC8	Describe the criteria that determine a vessel's boarding priority		
PSC9	Describe the actions taken for the different boarding priority levels		
DISPATCHING			
PSC10	Describe the responsibilities of the dispatcher		
PSC11	State the four primary sources of information used by the dispatcher		
DOCUMENTATION			
PSC12	List the vessel documents that the dispatcher is required to check		
PSC13	Define ANOA		
PSC14	Explain the purpose of an ANOA		
PSC15	Describe the required components of an ANOA		
PSC16	Describe the reporting time requirements for a vessel subject to Port State Control enforcement		
PSC17	Define and describe ISM		
PSC18	List and describe the two documents that comprise ISM, and how long they are valid		

Auxiliary Port State Control Dispatcher

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
PSC19	Define and describe a COC, and how long it is valid		
PSC20	State who is ultimately responsible for insuring that a vessel has a valid COC		
PSC21	Define and describe an OSRO		
PSC22	Define and describe a Vessel Response Plan		
PSC23	Describe the type of vessels that are required to have an OSRO and a Vessel Response Plan		
VETTING AND DISPATCHING PROCEDURES			
PSC24	Define SANS		
PSC25	Print a vessel arrival list from SANS		
PSC26	Describe the Qualships 21 Program		
PSC27	Identify a Qualships vessel		
PSC28	Locate and identify in SANS two places where information on a vessel's previous ports may be found		
PSC29	Demonstrate the ability to determine and record the ISSC status of a vessel		
PSC30	Print a copy of a vessel's ANOA		
PSC31	Compare the owner, operator and class of a vessel with the targeted list		
PSC32	Explain the steps to follow if the owner, operator or class is on the targeted list		
PSC33	Locate and confirm the validity of a vessel's Safety Management Certificate and Document of Compliance		
PSC34	Describe MISLE		
PSC35	Locate a vessel in MISLE		
PSC36	Describe a COFR (including term of validity)		
PSC37	Determine whether a vessel has a valid COFR		
PSC38	Determine the Coast Guard boarding history of a vessel		

Auxiliary Port State Control Dispatcher

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
PSC39	Determine whether a vessel is due for an examination and what type of examination is needed	_____	_____
PSC40	Find a vessel's deficiency history and determine if it has outstanding deficiencies	_____	_____
PSC41	Check ISM documents in MISLE and compare to ISM dates in SANS	_____	_____
PSC42	Enter vessel arrivals in MISLE	_____	_____
PSC43	Describe why the dispatcher may change a vessel's priority	_____	_____
PSC44	Change a vessel's priority in MISLE	_____	_____
FOLLOWUP AND REPORTING PROCEDURES			
PSC45	Describe apparent ANOA violations that should be reported	_____	_____
PSC46	State who ANOA violations should be reported to	_____	_____
PSC47	Call an agent to verify ETA information for a vessel and inform the agent that a boarding will be made	_____	_____
PSC48	Call another U.S. Port State Control to verify whether an examination was conducted	_____	_____
PSC49	Schedule boarding appointments in calendar	_____	_____
PSC50	Record vessel arrivals for the day in the appropriate location	_____	_____

Auxiliary Port State Control Dispatcher

Log of qualifying watches

	Date Watch stood	Verifying Officer
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Auxiliary Port State Control Dispatcher

NOTES

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines across its entire width, typical of notebook or legal stationery. The paper is otherwise completely empty, with no margins, text, or other markings.